

2022 Conservation Employee Training



CET Preliminary Course Descriptions and Workshop Activities

MONDAY – 08.15.2022

ALL DAY

- 9:00 – 4:30 – New Employee Orientation

Join Division and Partnership staff for an orientation session for new employees! Course topics are geared towards employees with less than two years of experience. Morning sessions will allow the whole group to learn about the conservation partnership, cost share basics, applicable laws - including open meetings, district confidentiality, and public records, and more. Afternoon sessions will divide the group depending upon job responsibilities – technical or administrative/education. Topics will range from technical assistance requests to supervisor travel forms. Lunch provided with separate registration cost (\$20).

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TUESDAY – 08.16.2022

MORNING

- 9:00 – 12:00 – General Session – Cherokee Convention Center
Join the North Carolina Soil & Water Commission for their Business Session

LUNCH – 12:00 – 1:00 - *provided for General Session participants at the hotel.*

AFTERNOON

- 1:00 – 5:00 – Step by Step – How to Write a Winning Grant Proposal, Part I
Althea Lewis is the Senior Grants Administrator for the Wake County Public School System. Please join her for this outstanding course!
Objective: Participants will learn how to write a competitive grant proposal for their program/project.
Description: This hands-on interactive training workshop will cover the basic fundamentals of grant writing including:
 - 1) *Planning and Research: How to identify potential funding opportunities*
 - 2) *Writing the core components of a proposal: needs statement/project description, goals and objectives, budget, and sustainability plan*
 - 3) *Managing the relationship with a funder*
 - 4) *Funded or Rejected? Understanding the grant review process and next steps.**Participants are asked to bring a laptop computer for this interactive session, or request one on the online registration form.*
- 1:00 – 5:00 – Financial Administration for Local Soil and Water Conservation Districts
A review of the Local Government Budget and Fiscal Control Act requirements for districts that manage any, or all, of their own funding separate from county processes. Topics will be introduced, and available resources will be shared. For districts that rent equipment (grain drills, etc.) or sell materials (filter cloth, rain barrels, etc.), Department of Revenue staff will also discuss Sales & Use Tax requirements and sales tax reimbursement processes.
- 1:00-5:00- Basic Surveying- Part 1 Class Session
*Session is intended for new employees and anyone in need of a refresher for surveying with a laser level or dumpy level. Participants are encouraged to bring their own equipment for use in the field. Topics include: setting up a level; two-peg check for level error; surveying a cross-section and profile; closed-loop or traverse survey; grid survey (time permitting); field book note keeping; reducing field notes and checking closure accuracy. The session qualifies for 8 CCP CEU credit hours. You must attend both Part 1 and 2 to be eligible for CEUs. **Class size limited to 30 participants.***
- 1:00-5:00- CCAP Cistern Design
*Attendees will have classroom and a field exercise regarding a site that has existing cisterns that need treatment for the overflow with a raingarden. The classroom portion will involve the design of the raingarden and related materials. The site visit will examine and discuss the installed cisterns and will include the assessment, maintenance, and other pertinent items necessary for completing a raingarden assessment and plan. **Class size limited to 30 participants.***

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- 12:00-5:00- Conservation for New Employees- Part 1 Farm Tour

*We will be touring a Pastured operation. Participants will collect data in preparation to write a Cost Share Contract for a Ford Stream Crossing and Pasture Renovation. Data collected will include interviewing the farmer, determining field slopes, Basics of Surveying, Soil Sampling, Reviewing topographical maps and Aerial Photography. Participants will collect data in preparation for completing a Farm Plan that will include, forestland and pastureland. You must provide your own transportation to the Farm. Lunch provided at the Farm. In general, participants are expected to attend all 4 “Conservation for New Employees” topics throughout the week. “Conservation for New Employees” is geared towards technical staff with three years of experience, or less. This session qualifies for ? hours of NRCS CP CEUs. You must attend Parts 1 through 3 to be eligible for CEUs. **Class size limited to 30 participants.***

- 1:00-5:00- Educational Share Fair

*Join us to learn how to incorporate the history of soil conservation and new creative teaching ideas in the classroom during the annual “Educational Share Fair.” The upcoming contest theme, “Water...The Cycle of Life,” will highlight resources for district educators to use with their contest outreach this year. In addition, other innovative educational outreach tools will be shared by participating district educators. This session is always a great hit and provides valuable resources for soil and water conservation educators. **Class size limited to 50 participants.***

EVENING

- 6:30 – 8:00 – Off-site Cookout hosted by NC CDEA

Join conference attendees for a cookout and networking time at the Oconaluftee Island Park! Bring your chairs or a blanket to sit and relax! After dinner take a short ride to the Oconaluftee visitor center in the Great Smoky Mountain National Park to see elk as they come into the fields in the evening to graze. Separate registration cost (\$15); meal provided.

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WEDNESDAY – 08.17.2022

ALL DAY

- 8:00 – 5:00 – Step by Step – How to Write a Winning Grant Proposal, Part II

*Objective: Participants will learn how to write a competitive grant proposal for their program/project.
Description: This hands-on interactive training workshop will cover the basic fundamentals of grant writing including:*

- 1) Planning and Research: How to identify potential funding opportunities*
- 2) Writing the core components of a proposal: needs statement/project description, goals and objectives, budget, and sustainability plan*
- 3) Managing the relationship with a funder*
- 4) Funded or Rejected? Understanding the grant review process and next steps.*

Participants are asked to bring a laptop computer for this interactive session, or request one on the online registration form.

- 8:00-5:00- Lagoon Closure Planning and Waste Management Plan Development

*This session will provide training on the planning, data collection, and development of a waste management closure plan for a lagoon or waste storage pond. Participants will learn about conducting sludge surveys, collecting waste samples, collecting soil samples, interpreting lagoon designs, calculating waste volume estimates, calculating waste nutrient concentrations, entering data into nutrient management software, running PLAT, and DWR requirements. **Class size limited to 30 participants.***

- 8:00-5:00-Environmental Educators Field Trip

Travel to an educational site in Western North Carolina. Lunch will be provided.

MORNING

- 8:00 – 12:00- Focus on Google Forms and Google Sites

Want to build a website for your District, Area Association or Envirothon? Do you wish to run an event registration using an online form? What about seek input from local teachers for programs you offer? Join Haywood SWCD's Dana Miller for an in-depth introduction and lab time to develop your own online form and website. Participants should come with questions for a form they wish to prepare, as well as the rough design for a website they wish to build. Course time will include an introduction to Google's capabilities, and then working time with technical support and assistance. Please bring a laptop if you can! Class size may be limited due to availability of equipment.

- 8:00-12:00- Soil Interpretation for BMP Planning and Design- Classroom

*Participants will learn how soils can affect BMP design, the BMPs most impacted by soils and the most important soil properties to consider when planning BMPs. Attendees will also learn how to collect soil samples and read and interpret soil reports. Training will include explanations of soil morphology, color, texture, water holding capacity, CEC, pH, and erodibility. Attendees will learn about soil mapping, soil investigations, limiting layers, and how to use Web Soil Survey interpretive information. **Class size limited to 30 participants.***

- 8:00-12:00- Basic Surveying- Part 2 Field Session

This is a continuation of survey training (participation in Part 1 is mandatory) and will consist entirely of field training on: setting up a level; two-peg check for level error; surveying a cross-section and profile; closed-loop or traverse survey; grid survey (time permitting); field book note keeping; reducing field

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*notes and checking closure accuracy. Completion of Part 1 and 2 will qualify for 8 of CCP CEU credit hours. You must attend both Part 1 and 2 to be eligible for CEUs. **Class size limited to 30 participants.***

- 8:00-12:00- Heavy Use Area Protection- Part 1 Class Session
*This session includes planning and designing a heavy use area. Participants will be instructed on siting a heavy use area along with determining HUA dimensions and material volumes. The session will also cover division cost share policy, NRCS eFOTG documentation, supporting conservation practices, and the Division Standard HUA design sheet. Completion of Part 1 and 2 will qualify for 8 of CCP CEU credit hours. You must attend both Part 1 and 2 to be eligible for CEUs. **Class size limited to 30 participants.***
- 8:00-12:00- Conservation for New Employees- Part 2 Ford Stream Crossing Design/Pasture Renovation
*Data collected from the previous day's farm tour will be used to calculate soil loss using RUSLE, Calculate Nitrogen and Phosphorus Loss, Calculate Drainage Areas, Demonstrate Farm Plan Map Creation using different sources, calculate soil loss by using RUSLE equation, Review topo maps an Introduction to Web Soil Survey. NRCS Section IV Technical Guide. Participants should have a laptop computer or request one during registration. Participants are expected to attend all 4 "Conservation for New Employees" topics throughout the week. NRCS CP CEUs pending. **Class size limited to 30 participants.***
- 8:00-12:00- AgWRAP Conservation Irrigation Conversion: Lessons from the Field
*Join us for a basic review of AgWRAP's Conservation Irrigation Conversion Best Management Practice. The AgWRAP Coordinator will review general policies to participate in the program and explain the policies under the Conservation Irrigation Conversion BMP. Past projects implemented will be highlighted and a tour of the Eastern Band of Cherokee Indians' microirrigation system will be given. The tribe will also share lessons learned during the planning, construction, and maintenance phases of this project. **This session will be capped at 25 people and transportation to the tribal land is required.***
- 10:00 – 10:30 – *break for refreshments.*

LUNCH – 12:00 – 1:00 – *provided at hotel for all on-site participants.*

AFTERNOON

- 1:00 – 5:00- Administrative Mash-up!
Join us for a fast-paced review of Administrative topics including Robert's Rules of Order, minute taking, Division website resources, and the "Wikipedia" tool for District Administrators. Round out the afternoon with district spotlight presentations related to district marketing and promotion. We are thrilled to hear from local districts regarding some of their new and innovative ideas!
- 1:00-5:00- Soil Interpretation for BMP Planning and Design- Field Training
*Participants will learn how soils can affect BMP design, the BMPs most impacted by soils and the most important soil properties to consider when planning BMPs. Attendees will also learn how to collect soil samples and read and interpret soil reports. Training will include explanations of soil morphology, color, texture, water holding capacity, CEC, pH, and erodibility. Attendees will learn about soil mapping, soil investigations, limiting layers, and how to use Web Soil Survey interpretive information. **Class size limited to 30 participants.***

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- 1:00-5:00- Heavy Use Area Protection- Part 2 Field Session

*This is a continuation of HUA training (participation in Part 1 is mandatory) and will consist of a field tour of a recently constructed HUA where participants will be instructed on HUA checkout procedures. Site considerations will be discussed including intended use of the HUA, soils, and slopes. This session will be conducted in the field, so come prepared to be outside with sturdy footwear and sun protection. This session will qualify for 8 of CCP CEU credit hours if you attend both Part 1 and 2. **Class size limited to 30 participants.***

- 1:00-5:00- Conservation for New Employees- Part 3 BMP Design

*We will be going over NRCS Section IV Technical Guide. Review BMP Requirements for Ford Stream Crossing and Pasture Renovation. We will complete Stream Crossing Design and Pasture Renovation Design. Review the requirements for Cultural Resource Review; discussion will highlight documentation expectations, timeline, and will provide a general understanding of the process that archeologist Jim Errante goes through for reviews. Participants will complete a Cultural Resource Request Form. Participants are expected to attend all 4 "Conservation for New Employees" topics throughout the week. This session qualifies for 4 hours of NRCS CP CEUs. **Class size limited to 30 participants.***

EVENING

- 6:30 – 8:00 – Banquet Dinner

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THURSDAY – 08.18.2022

MORNING

- 8:00-12:00 Conservation for New Employees- Part 4- Farm Planning

We will Create a Farm Plan using the Division Template and complete a six-part folder.

RUSLE2 software training: *this training will focus on functionalities of the software. The theoretical part will be covered on another training. Employees are recommended to take the separate theoretical part before this training demonstration.*

Wildlife Habitat Evaluation Procedure (WHEP): *Planners will learn how to use WHEP as part of their documentation for identification of resource concerns. During discussion we will learn about using the tool on different land uses through a demonstration.*

*Participants are expected to attend all 4 “Conservation for New Employees” topics throughout the week. This session qualifies for ? hours of NRCS CP CEUs. **Class Size limited to 30 participants.***

- 8:00 – 10:00 – ROUNDTABLE – Local Work Group “Tacklebox”

Local Work Groups are critical to making sure conservation delivery addresses all resource concerns, starting at the local level. Districts are vital to this process as the ones to schedule, plan, and lead Local Work Groups... Local Work Groups are a key activity for districts to receive input and direction from the customers they support. We are thrilled to have discussion facilitated by Melanie Shull from South Carolina. Ms. Shull wears many “hats” in conservation delivery – she serves as a local Aiken SWCD Commissioner, a Technical Service Provider, a farmer, and more! Learn about the new resources available to make your next Local Work Group a success - how to get participation, how to facilitate discussion, and how to get real value from the event. There is a renewed national focus on making the Local Work Group process better; come prepared to share questions, experiences, and ideas with the group.

- 8:00 – 10:00 – ROUNDTABLE – StRAP Financials and Reporting

The new Streamflow Rehabilitation Assistance Program (StRAP) is a tremendous opportunity for local soil and water conservation districts, statewide. Introduction to financial reporting and program deliverables (e.g. quarterly reports) will be provided to the group. Discussion regarding next steps for districts will be facilitated by Division Deputy Director, David Williams. Come prepared to share questions, experiences, and ideas related to the new program.

- 10:00 – 10:30 – *break for refreshments.*

- 10:30 – 12:00 – ROUNDTABLE – Customer Service for Administrators

District administrators are often the first point of contact between the public and your local soil and water conservation district. Join Division Regional Coordinator, Brandy Myers for a discussion on how to “put your best foot forward” and provide excellent customer service as you deal with the public, your board, your coworkers, and more. Come prepared to share questions, experiences, and ideas with the group.

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- 10:30 – 12:00 – ROUNDTABLE – Employee Retention

New staff join our conservation partnership everyday. Discussion will focus on how to get and keep employees when resources are limited. NCASWCD Executive Director, Bryan Evans, to serve as facilitator. Come prepared to share ideas, experiences and concerns related to this relevant and timely topic.